

# Agreement Extension

- ☞ Most agreements are designed to expire on a certain date.
- ☞ This sample contract enables you to simply extend any existing agreement.
- ☞ It also includes several bullet points to accommodate changes, revisions, etc. to the original agreement.
- ☞ The first part of the Memorandum should be completed and distributed to the other party along with a copy of the Extension Agreement.

Date: **[Month, Day, Year]**

To:  **Name of Other Party]**

From: **[Owner/Founder]**  
**[Company]**

Subject: **Agreement Extension**

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Looks like our relationship under this Agreement has been a good one!

I'm glad that you agree that we should extend it for another [x years/months].

Attached is an "Extension Agreement" in order to extend the terms of our previous contractual relationship through [Month, Day, Year].

I believe that it embodies everything we discussed.

Please read the agreement carefully.

We recommend that you also have it reviewed by your own qualified legal counsel.

Time is of the essence.

Please sign and return it to me asap.

Thank you very much!


# From JIAN

## NOTICE:

We wish we could provide an agreement that was tailored *exactly* to your business. While this is not always possible, we feel that we've come very close and that this document provides you with the head-start that you need to get your deal moving. Nevertheless, we must make this disclaimer:

- 🚫 **Do Not Use This Agreement 'As-Is.'**
- 🚫 **This Agreement Is Not Legal Advice.**
- 🚫 **Read it Thoroughly and Make All Appropriate Changes to Fit Your Requirements.**
- 🚫 **You Should Have this Agreement Reviewed and Approved by a Qualified Attorney at Law Before Using It.**
- 🚫 **JIAN Accepts No Liability for the Effectiveness of This Document For Your Purposes.**

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We're building a network of  business experts who are eager to help you when you need it. They can review your work, make suggestions, handle unique situations and introduce you to influential people. On our website you can search by expertise and location, then e-mail or jump straight to their website. Although they are professionals and charge for their services, most offer an initial consultation free of charge. They're in your area and you can contact them directly.


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Things change, laws change, the world changes... new ideas come along all the time. When you register, you can access our website to get updates and changes... like new and improved spreadsheets and documents. They can be downloaded directly to your computer.

- Please visit our website under [Updates](#).
- Remember to bookmark our website: [www.JIAN.com](http://www.JIAN.com)

## Editing Your Sample Contract

Since this entire agreement is formatted in Word, you can edit it like any other Word document. You can jump from variable to variable by clicking the above  green arrows (JIAN Menu) which will take you forward / backward and highlight the entire sample text identified within the “[ ]” brackets – simply edit / type-over with your information.

To make sure you have filled in all the variables, use Word's 'FIND' function to locate any “[ ]” which may contain an unedited variable.

- Click the  icon in the JIAN menu above to turn the expert comments on/off.
- Upon completion, delete any unnecessary blank lines that remain.
- You may format this document any way you like.
- Delete this page.

# Agreement Extension

🔊 This is a standard introductory paragraph that lists the date and the parties to the Agreement.

Effective Date [Month, Day, Year]  
Agreement made by [Company Legal Name] ([Company])

and between [Name]  
to extend a certain original Agreement entitled:

["Title of Agreement"]

and dated [Month, Day, Year].

## Revised Term



🔊 Update the new term here.

Wherein said original Agreement expires on [Month, Day, Year], the parties wish to continue and extend said Agreement. Provided, said Agreement shall be binding for an additional term of **[One (1) Year / Three (3) Years]**, beginning with the expiration of the original term and expiring on [Month, Day, Year].

## Revised Conditions

🔊 The last paragraph allows the parties to modify the terms and conditions of the original Agreement. Any modifications should be listed here.

This extension shall be on the same terms and conditions as provided in said Agreement and as if set forth in this Agreement, with the exception of:

- [None]
- [Royalty payments shall increase from 5% to 10%]
- xxx

## Understood, Agreed & Approved

We have carefully reviewed this contract and agree to and accept all of its terms and conditions. We are executing this Agreement as of the Effective Date above.

[Company]

\_\_\_\_\_  
[Owner/Founder]

By: \_\_\_\_\_